Emotive
We make
things happen

Related process:	**C6 - Logistics**
Applicable for:	**OPTIMAL**
Date of first issue:	**19.01.2026**
Revision date:	
Document Owner (EPS):	**Warehouse Manager**
Business Owner (EPM):	**Director of Logistics - Emotive**
Approver (QMC):	**Manager of Quality Management and Compliance**

Internal use, if not otherwise authorized – All rights reserved

Terms of Delivery

as of 19.01.2026

for

OPTIMAL Automotive GmbH

Alfred-Kühne-Straße 3

85416 Langenbach

Objective/purpose:

Definition of the conditions for the smooth storage of delivered goods and data processing at the same time. The objective is a minimal turnaround time of the goods in the receiving area at the lowest possible handling cost.

Scope:

All suppliers of OPTIMAL Automotive GmbH

Procedure:

The supplier receives these Terms of Delivery and undertakes to comply therewith.

Internal use, if not otherwise authorized – All rights reserved

Content:

1. Delivery Advance Announcement 4

2. Delivery Documents 4

2.1 General Description of the Consignment Note (CN) 4

2.2 General Description of the Delivery Note (DN) 5

2.3 General Description of the Packing List (PL) 6

2.4 General Description of the Pallet List (PLL) 6

2.5 General Description of the Invoice (I) 7

2.6 Import Documents 7

3. Transport Requirements 8

3.1 Transport pallets 8

3.2 Composition of transport pallets 10

3.3 Packaging 11

3.4 Cargo Securing 11

4. Unloading 12

4.1 Discharge Specifications (only for deliveries by truck) 12

4.2 Pallet Exchange 12

5. Property Rights 12

6. Compensation for Expenses 12

7. Appendix – Contacts 13

Internal use, if not otherwise authorized – All rights reserved

1. Delivery Advance Announcement

Every delivery has to be announced by e-mail to the **"Warehouse"** and "**Disposition**" at least 48 hours prior to arrival at OPTIMAL (see Clause 7, Contacts). Delivery times are Monday to Friday from 7:00 am - 6:00 pm (excluding bank holidays).

- The packing list is to be sent by e-mail to purchasing@optimal-germany.com as an Excel file prior to delivery.
- The delivery documents are to be handed over to the receiving department upon delivery.

The delivery documents consist of:

- Delivery note
- Packing list

All original documents have to be sent by courier (DHL, UPS…) to the attention of Asset Management. Copies can be sent by e-mail (purchasing@optimal-germany.com) or fax.

In the case of changes to the delivery date of containers, the warehouse (see Appendix 7 – Contacts) has to be consulted.

2. Delivery Documents

2.1 General Description of the Consignment Note (CN)

A copy of the consignment note has to be issued for each delivery.

Information Required for each Consignment Note:

- Name of the Supplier
- Number of pallets
- Type of pallets
- Total weight
- Information about the transport company

Internal use, if not otherwise authorized – All rights reserved

2.2 General Description of the Delivery Note (DN)

A delivery note has to be enclosed in duplicate with each delivery.

Following information is required for each Delivery Note:

1 Delivery Note Number:	LS123456
2 Incoterm:	XX
3 Date of shipment	22.08.2015
4 Supplier (name, address):	Supplier name, street, number, post code, state

5 Nr.	6 OPTIMAL number	7 Prod. version	8 external number	9 product description	10 Order number	11 O-QTY	12 D-QTY
1	F8-1234	OPT	123456	Produkt1	BEST/15/00123	100	80
2	100002	OPT	654321	Produkt2	BEST/15/00321	500	500

1. Delivery note number
2. Inco-Term: Applied trade clause
3. Date of shipment: Date of Shipment
4. Supplier (name, address): Full supplier address
5. Pos Nr.: Position ID of Item
6. OPTIMAL number: OPTIMAL item number
7. Prod. Version: version of product
8. External number: item number from supplier
9. Product description: name/description of product
10. Order number: OPTIMAL order number
11. O-QTY: Ordered Quantity
12. D-QTY: Delivered Quantity

Internal use, if not otherwise authorized – All rights reserved

2.3 General Description of the Packing List (PL)

For every delivery there has to be issued a packing list with all articles of the delivery.

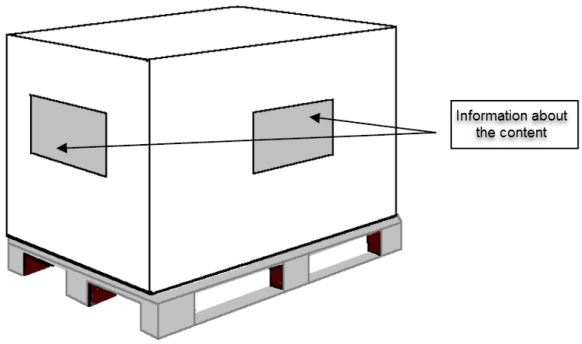
Necessary information on the packing list:

- Pallet number - transport container number
- shipping container number
- Item number of OPTIMAL and the quantities of the goods in the Pallet
- Product version of the article
- Cross number from the supplier
- Item name
- Order number of OPTIMAL

Container number	Pallet number	OPT article number	Your article number	Qty	Product Version	Order number	Weight	Volume
	1	01-1111	1111111	20	OPT	BEST/20/0001		
		01-1112	1111112	80	NET	BEST/20/0002		
	2	01-1115	1111115	100	OPT	BEST/20/0001		
	3	01-1116	1111116	100	OPT	BEST/20/0001		
	4	01-1116	1111116	70	OPT	BEST/20/0001		
		01-1118	1111118	30	OPT	BEST/20/0001		
	6	01-1119	1111119	50	OPT	BEST/20/0001		
		01-1119	1111119	50	OPT	BEST/20/0002		

2.4 General Description of the Pallet List (PLL)

All information about the content (Packing list per transport container) has to be enclosed with each pallet in duplicate. The information has to be attached on two sides which are not facing each other (see image).



Required information for each Pallet List:

- Item numbers and quantities of the goods on the pallet
- OPTIMAL's order and position number (ORDER/XX/XXXXX) (clear allocation to item No.)
- Pallet number (in the case of multiple pallets, label as "2/10" for example)
- Total weight (gross/net) of the pallet
- Name of the sender
- Delivery address

Internal use, if not otherwise authorized – All rights reserved

2.5 General Description of the Invoice (I)

For each delivery, a single copy of the invoice has to be issued for the total delivery.

Required information for each Invoice:

- Name and address of the supplier
- Invoice date
- Invoice number
- Invoice address:

  OPTIMAL Automotive GmbH
  Alfred-Kühne-Straße 3
  D-85416 Langenbach
  Germany

- Name of the person who created the invoice
- Our order number (per item number)
- Item number of OPTIMAL
- Item number of the supplier
- Item description
- Quantity per item
- Unit price per item
- Total price per item
- Total amount of invoice
- Currency
- Payment terms
- Delivery terms
- Bank details (name, address, account number, BIC, IBAN)
- VAT identification number
- Indication of VAT

2.6 Import Documents

The sender has to ensure that all delivery documents are valid for the current import regulations made available on time (e.g. Bill of Lading, Invoice, Non-Wood Declaration). Costs that occur due to missing documents will be charged to the sender.

Internal use, if not otherwise authorized – All rights reserved

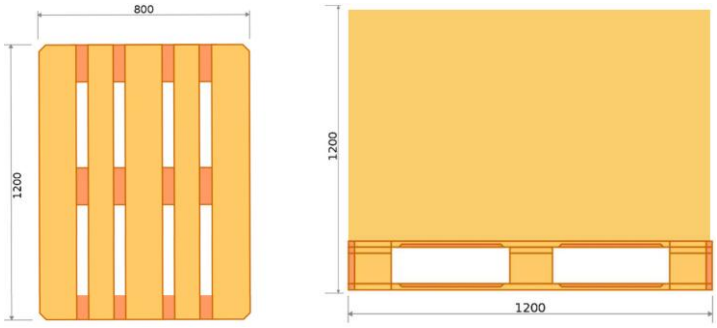
3. Transport Requirements

3.1 Transport pallets

Truck-Delivery:

Goods may only be delivered on pallets in Euro format.

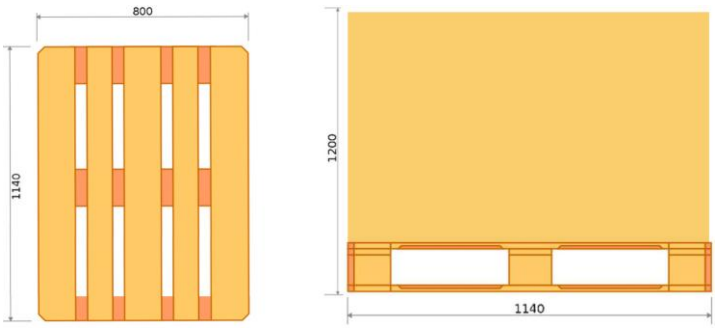
- Disposable pallets
- Measurements: maximum 1200 x 800 mm (Euro size, see image)
- Packing height: maximum 1200 mm (inclusive pallet)
- Total weight: maximum 900 kg



Delivery by container:

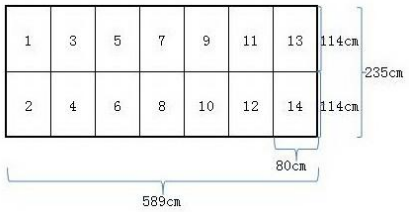
To use the optimal space of the container it´s necessary to use pallets with the special format of **1140x800 mm**.

- Measurements: maximum 1140 x 800 mm (see image)
- Packing height: maximum 1200 mm (inclusive pallet)
- Total weight: maximum 900 kg

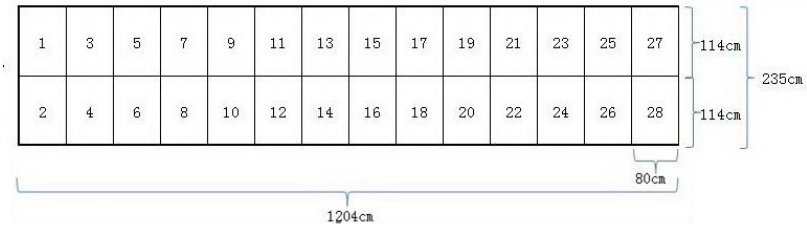


Following, the load is shown by the example of a 20' and 40' container:

- **20‘ Container (maximum 14 pallets per level)**



- **40‘ Container (maximum 28 pallets per level)**



- **Front view**

For wood packaging imported from or to non-European countries, the "International Wood Packaging Regulation Directive", in addition to IPPC Standard ISPM Nr. 15 (in the Spanish NIMF 15, in the French NIMP 15) has to be observed. Here, packaging is used with special wood treatment against pest infestation.

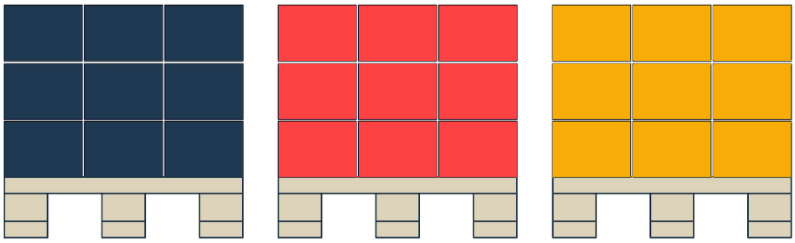
Further information: http://www.tis-gdv.de/tis_e/verpack/holz/export/export.htm

Internal use, if not otherwise authorized – All rights reserved

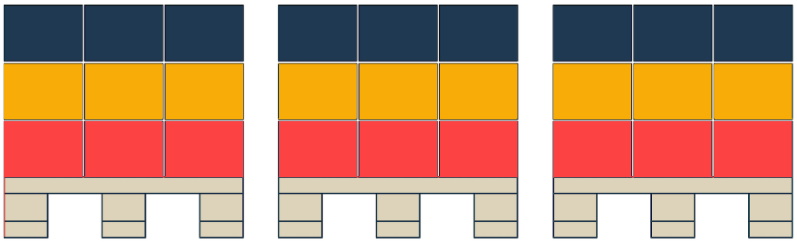
3.2 Composition of transport pallets

Both unmixed and mixed pallets can be delivered.
In the case of Unmixed pallets: It should be ensured that items with the same number are always packaged together (on the same pallet).

Unmixed pallets:



Mixed pallets:

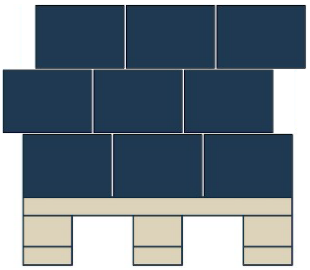


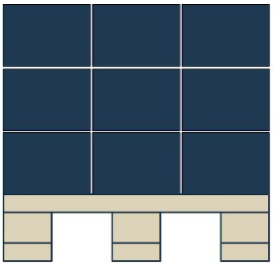
In the case of mixed pallets, it has to be ensured that:

A. All items with the same article number are secured during transport to avoid mixing (are physically separated)
B. Heavy items should not be laid on top of lighter items.
C. Big quantities are packed downwards, small quantities are packed upwards.
D. A maximum of 2 different types of brake discs are permitted on one pallet.

The articles must not protrude from the load.

Wrong: ✗ ✓ Correct:





Internal use, if not otherwise authorized – All rights reserved

3.3 Packaging

The packaging must protect the item. The goods must be safe from external damage and mutual interference. The packaging should be limited to an appropriate level.

Recyclable materials are preferred. If materials that cannot be recycled are delivered, disposal will be charged or a flat-rate disposal fee will be charged. Pay attention to the support of the DSD (Duales System Deutschland/Dual System Germany) with the “Green Dot” and the “RESY” mark in connection with folding boxes. The packaging must also protect the environment and the people who come into contact with the product. This also includes protection against injuries on sharp edges or similar.

- **Maximum permissible carton dimensions:**
  - 40 cm x 40 cm x 35 cm
- **Maximum weight per box**: 25 kg
  - **Labeling:** Each package must have a label on the front that is legible without turning or lifting the box.
  - **The label** must include the item number, quantity, and batch number.
  - **Cardboard packaging & palletizing**: Cardboard boxes must not be staple-gunned to the pallet.
  - **Uniform packaging** units are mandatory. Residual quantities or special packaging must be agreed with us in advance and clearly labeled.
  - **Mixed cartons** containing different items or quantities are not permitted.
  - **Pallet assembly:** The pallet must be packed in such a way that the labels on the packaging units are affixed to the front and are clearly legible. The information must be immediately recognizable upon receipt of goods without turning or moving the carton.
  - **Consequences of non-compliance**: In the event of violations of these requirements, we reserve the right to charge for the additional costs incurred.

3.4 Cargo Securing

In order to prevent damages to goods, it is mandatory to secure the cargo such that in the course of transit, no damages can be caused either to the goods or to the original packaging. The following points should be especially observed:

- Cargo must be secured against motions such as rolling, pitching and yawing. The shifting and crushing of goods should especially be prevented.
- Cargo and dunnage have to be as dry as possible when loaded.
- The material used for cargo securing must not cause any damage to the cargo due to physical and climatic influences.

All packaging damaged (article package) during transport (e.g. through crushing, mildewing, cracks etc.) shall be charged to the supplier together with the working hours required for repacking.

Internal use, if not otherwise authorized – All rights reserved

4. Unloading

4.1 Discharge Specifications (only for deliveries by truck)

- Only truck rear discharge is possible
- Discharge heights: 1200 mm ± 200 mm (max.: 1400 mm; min.: 1000 mm)
- Trucks and swap bodies have to be accessible by forklift trucks with a permissible total weight of 5 tons

4.2 Pallet Exchange

Pallet exchange can only take place when the pallets to be exchanged are of the same quality.

5. Property Rights

The Supplier hereby guarantees that no third party rights shall be breached in connection with or through its delivery and hereby indemnifies the OPTIMAL Automotive GmbH Company from any claims by third parties (this shall be valid in particular for industrial property rights such as trademark law, patents etc.).
The indemnification by the Supplier shall include all expenses and damage which arise against us, from or in connection with the claim made by a third party.

6. Compensation for Expenses

For additional expenses incurred by the supplier, 50, - € will be charged per working hour of an OPTIMAL employee.
If materials are used, that cannot be disposed of as standard (hazardous waste), OPTIMAL reserves the right to pass the costs to the supplier according to the expenditure.

Internal use, if not otherwise authorized – All rights reserved

7. Appendix – Contacts

Delivery to:

OPTIMAL Automotive GmbH

Alfred-Kühne-Straße 3

85416 Langenbach

Germany

Tel.: **+49(0) 8761 7206-0**
Fax: **+49 (0) 8761 7206-121**
E-Mail: **info@optimal-germany.com**
Internet: **www.optimal-germany.com**

Department	Contact person	Phone	E-mail
Warehouse	**Jennifer Veith** **Carsten Kuhnke**	**+49 (0) 8761 7206-169** **+49 (0) 8761 7206-170**	**lagerleitung@optimal-germany.com**
Disposition	**Bianca Reith** **Nadine Austermeier** **Julia Füssl**	**+49 (0) 8761 7206-220** **+49 (0) 8761 7206 153** **+49 (0) 8761 7206 196**	purchasing@optimal-germany.com

Internal use, if not otherwise authorized – All rights reserved